

Local Coordinating Councils

I. LCC Structure

A. Definition of an LCC

LCCs are defined and function as community based coalitions. A Coalition as defined by CADCA, (Community Anti-Drug Coalitions of America):

“...a formal arrangement for collaboration between groups or sectors of a community, in which each group retains its identity but all guarantee to work together toward a common goal of building a safe, healthy, and drug free community.”

1. The LCC works toward the mission, problem statements and goals outlined in the Comprehensive Community Plan.
2. The Primary purpose is not to provide programming, but sustain and support successful programs in the community with priority given to evidence-based programs. Additional responsibilities include:
 - a. Networking
 - b. Develop sub-committees as needed to carry out work of the coalition.
 - c. Regularly examine the internal workings of the coalition and make necessary changes.
 - d. Incorporate operations in the by-laws SOP/PP Manual.

B. Membership of Local Coordinating Councils

The LCC should represent the diversity and various sectors of the community who share a common concern and desire to carry out the mission of the coalition. However, the following participation should be considered a best practice for the LCCs.

1. Law Enforcement
2. Treatment
3. Prevention
4. Judicial System to be defined for purposes of LCC representation only as a judge, prosecutor, probation or community corrections
5. Education
6. County Government

**LCC s who are also Drug Free Community Support Grantees or are considering applying must adhere to ONDCP’s membership requirements.*

C. By-Law Recommendations

1. _Each LCC must have membership requirements that include minimum attendance and voting privileges.
2. Each organization can have only one voting member.
3. Each LCC will meet as a full coalition a minimum of six (6) times per year.
4. Each LCC will develop a Conflict of Interest Policy
5. Each LCC will adhere to the Open Door Statutes
6. Each LCC will determine an election cycle for the board officers
7. Each LCC will determine a quorum for voting members.

Grant Guidelines

1. LCC's must have:
 - a. Written Grant Application
 - b. Determine a grant cycle
 - c. Have a procedure to modify the original grant
 - d. Give priority to evidence-based programs.
 - e. Have a formal grant review process based on objectivity and need.
2. Grant applications must contain the following information:
 - a. All funding sources, including information related to fiscal sustainability.
 - b. Relevant data regarding AOD impact to support equipment requests and support of the equipment as part of a "program."
 - c. An evaluation component
 - d. Identify the problem statement and objectives the grant meets and what impact the grant will make toward achieving the goal.
 - e. A budget summary and detail.
3. Contracts between LCCs and Grantees
 - a. Provide mid-year and year end reports
 - b. Meeting requirements
 - c. All non-expended funds or equipment and other items purchased by the LCC that are unused at the end of the grant cycle must be returned to the LCC.
 - d. Data must be provided as requested for completion of the comprehensive community plan
 - e. These requirements must be met for re-application

County: _____

LCC Name: _____

LCC Chairperson: _____

LCC Coordinator: _____

Please place a check next to each of the elements required for a Local Coordinating Council to maintain their status with the Governor's Commission for a Drug Free Indiana. Please include attachments for each item.

____ Operating Procedures, (By-Laws) including, but not limited to:

____ Mission Statement

The LCC's Mission Statement must be consistent with the mission of the Governor's Commission for a Drug Free Indiana.

Reduce the incidence and prevalence of substance abuse, and addictions among adults and children in Indiana

____ Annual Meeting Schedule

The full membership of the LCC must meet a minimum of six, (6) times per year

____ Function as a Coalition

The LCC shall function as a coalition as defined by CADCA, (Community Anti-Drug Coalitions of America).

"A formal arrangement for collaboration between groups or sectors of a community, in which each group retains its identity but all agree to work together toward a common goal of building a safe, healthy, and drug-free community."

____ Identified process for Comprehensive Community Plan development that includes a community needs assessment.

____ Conflict of Interest Statement

____ Financial Records and Accounting System

____ Current, approved Comprehensive Community Plan

____ Written Grant Process

____ Compliance with all state statutes applicable to the LCC, IC 5-2-6-16, IC 5-2-11 and Indiana Open Door Laws.

Please submit this form, along with documentation of the requirements, no later than October 1, 2009. Copies may be submitted electronically to scarrico@cji.in.gov , faxed to 317.232.4979 or mailed to:

Indiana Criminal Justice Institute
101 West Washington Street, Suite 1170 East
Indianapolis, Indiana 46204
Attn: Governor's Commission for a Drug Free Indiana

LCC Chairperson

Date

Program Manager

Date